Rush City Public Schools
School Board Committee Policy

School board members serve on a variety of committees, some of which are internal – operating solely within the confines of Rush City Public School District, and others which are governed by outside entities.

It is the responsibility of the Board Chair to assign members to serve on committees as well as a liaison to the various organizations and partnerships affiliated with the school district. This is generally done at the annual Organization Meeting in January, with some consultation with individual members to ensure that there is a correlation between member interest and abilities and the committees on which they are being asked to serve.

There are four standing committees:

Executive Committee
Responsible for prioritizing issues for the full board and address and providing leadership for board work. This committee will consist of the school board chair and two additional board members. The scope of this committee will be to create an annual or biannual calendar for committee meetings, work sessions and business meetings. Create meeting agendas for work sessions and business meetings, provide consultation and support to the superintendent between meetings as topics arise, review, and prepare for board consideration all committee assignments, report its activities and findings to the full board, facilitate the annual superintendent and school board evaluations and assure that board member actions are in accordance with state law, oath of office and district policy. It will also serve in the capacity to address personnel issues when they arise to the board level.

Policy Committee
Responsible for developing and managing policies to support the best interests and work of the district.

Finance and Facilities Committee
Responsible for development and recommending long-range goals and objectives to help guide district governance, budget, and contract negotiations.

Community Engagement Team
In partnership with the community, the Community Engagement Team serves as an advisory committee to the board on issues related to American Indian Parent Advisory Committee, Community Education, Curriculum Advisory and other such committees as required by policy or statute. They

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are responsible for assisting the school board in understanding and identifying community needs around issues of education, advocacy, public need, and district large scale changes.

Rush City Public Schools
Executive Committee

Purpose:

The purpose of the Rush City Public Schools' Executive Committee, in collaboration with the Superintendent, is to:

1. Create an annual or biannual calendar for committee meetings, work sessions, and action meetings.
2. Create meeting agendas for work sessions and action meetings.
3. Provide consultation and support to the superintendent between meetings as topics arise.
4. Prepare for board consideration all committee and organizational liaison assignments.
5. Facilitate the annual superintendent evaluation process.
6. Facilitate the annual school board evaluation process.
7. Assure that board member actions are in accordance with state law, oath of office, and district policy.
8. Address personnel issues when they arise to the board level (ex. grievances)

Membership:

School Board Chair

School Board Member

School Board Member

Assigned Administrator and Facilitator: Superintendent and the Executive Director of Business Services as needed

Authority:

The committee has delegated authority as defined by policy. The committee will report its activities and findings to the full board.

Meetings:

The committee will meet the week before each school board meeting throughout the year.

The board may assign the committee specific projects which may require additional meetings.

The Superintendent may request committee meetings as needed throughout the year.

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Rush City Public Schools
Policy Committee

Purpose:

The purpose of the Rush City Public Schools' Policy Committee, in collaboration with the Superintendent, is to:

1. Responsible for developing and managing the District Policy to support the best interests and work of the district.
2. Provide 1/3 District Policy review annually at a minimum for the School Board consideration.
3. Update District Policy as requested by MSBA for the School Board consideration.
4. Update District Policy as requested by the Superintendent for the School Board consideration.
5. Assure that District Procedures/Regulations are aligned to District Policy

Membership:

School Board from the Executive Committee

1-2 Other School Board Members as assigned by School Board Chair

Assigned Administrator: Superintendent or designee

Authority:

The committee has delegated authority as defined by policy. The committee will report its activities and findings to the full board.

Meetings:

The committee will meet monthly throughout the year.

The board may assign the committee specific projects which may require additional meetings.

The Superintendent may request or cancel committee meetings as needed throughout the year in consultation with the Vice Chair.

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Rush City Public Schools
Finance and Facilities Committee

Purpose:

The purpose of the Rush City Public Schools' Finance and Facilities Committee, in collaboration with the Superintendent and Executive Director of Business Services is to:

1. Maintain a District Long-Range Model as developed and managed by the Superintendent and Executive Director of Business Services.
2. Develop recommendations to the full School Board regarding:
   a. Long-range financial assumptions and parameters in the District Long-Range Model
   b. Facilities and grounds long-range development and maintenance assumptions and parameters.
   c. Long-range risk assessment for sustainability of finances and facilities.
3. Review and monitoring of the current year District Budget.
4. Support the development of the annual District budget.
5. Audit and compliance oversight.

Membership:

School Board Chair

School Board Treasurer

Up to 1 additional Committee Members may be assigned by School Board Chair

Assigned Administrator/Facilitator: Superintendent or designee and Executive Director of Business Services

Authority:

The committee has delegated authority as defined by policy. The committee will report its activities and findings to the full board.

Meetings:

The committee will meet monthly.

The board may assign the committee specific projects which may require additional meetings.

The Superintendent may request or cancel committee meetings as needed throughout the year in consultation with the Chair.

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Rush City Public Schools
Community Engagement Team

Purpose:

The purpose of the Rush City Public Schools' Community Engagement Team, in collaboration with the Superintendent, is to:

1. Serve as a committee that encompasses all other policy and statute required community advisory committees such as American Indian Parent Advisory Committee, Community Education Advisory Committee, Curriculum Advisory Committee, etc.
2. Assist the school board in understanding and identifying community needs around issues of education, advocacy, public need, and district large scale changes.
3. Develop recommendations for public engagement processes to a) Inform, b) assess needs and concerns, c) provide consultation, and/or d) engage in brainstorming regarding district needs or situations.
4. Develop an annual or biannual Legislative Agenda in alignment with other districts and MN Education Associations

Membership:

School Board from the Executive Committee

1-2 additional Committee Member as assigned by School Board Chair

Assigned Administrator/Facilitator: Superintendent or designee and Executive Director of Business Services

Community Members as assigned by the Board Members of the Committee and the Superintendent

Staff other than the Superintendent or designee and Executive Director of Business Services are not members of this committee

Authority:

The committee has delegated authority as defined by policy. The committee will report its activities and findings to the full board.

Meetings:

The committee will meet monthly throughout the year.

The board may assign the committee specific projects which may require additional meetings.

The Superintendent may request or cancel committee meetings as needed throughout the year in consultation with the Clerk.

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Option #1
Meeting Dates

4th Monday: Community Engagement Team 6pm in-person
4th Monday: Policy Committee 12pm virtual 11am virtual
4th Monday: Finance and Facilities Committee 12pm virtual

1st Monday: Work Session 6pm
2nd Monday Executive Committee 12pm virtual
3rd Monday: Board Meeting 6pm
* If Monday is a holiday, the meeting will move to the next business day, which is generally a Tuesday.

Option #2
Meeting Dates

4th Tuesday: Community Engagement Team 6pm in-person
4th Tuesday: Policy Committee 11am virtual
4th Tuesday: Finance and Facilities Committee 12pm virtual

1st Tuesday: Work Session 6pm
2nd Tuesday Executive Committee 12pm virtual
3rd Tuesday: Board Meeting 6pm

Option #3
Meeting Dates

4th Monday or Tuesday: Community Engagement Team 6pm in-person
4th Monday or Tuesday: Policy Committee 11am virtual
4th Monday or Tuesday: Finance and Facilities Committee 12pm virtual

1st Thursdays: Work Session 6pm
2nd Mondays or Tuesday Executive Committee 12pm virtual
3rd Thursdays: Board Meeting 6pm virtual
* If Monday is a holiday, the meeting will move to the next business day, which is generally a Tuesday.

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